



STUDENT CODE OF CONDUCT

Students will demonstrate respect for self, other participants, trainers and the community.

Student conduct must always be honest, reliable and lawful.

Respect, Equity and Diversity (RED)

The Respect, Equity and Diversity (RED) Framework

The ACT ESA is committed to creating a positive, respectful, supportive and fair environment where differences are respected, valued and utilised to create a productive and collaborative workplace.

The Respect, Equity and Diversity Framework spells out why a workplace that is respectful, equitable and values individuals and their differences, is at the heart of a positive work culture.

All staff and volunteers are expected to demonstrate commitment to RED principles:

Respect	Valuing and considering others at work
Equity	Ensuring that everyone is treated in a fair manner, according to their individual needs and circumstances in the workplace
Diversity	Recognising the value of individual differences and integrating these into the workplace. Diversity can include gender, language, ethnicity, cultural background, age, sexual orientation, religious belief and family responsibilities

Acceptable behaviours

ACTPS Code of Conduct 2022

Respecting the dignity, rights and views of others

Students must respect the dignity, rights and views of others by:

- listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view)
- respecting cultural, ethnic and religious differences
- recognising that other officials are also bound by obligations in their public duties
- being courteous, sensitive, and honest in communications, and being considerate to the needs of others
- actively managing workplace conflict involving themselves or other students to create positive and constructive outcomes
- working cooperatively and collaboratively with others to achieve common goals and a harmonious learning environment and culture
- supporting the personal and professional development of themselves and others
- acknowledging and respecting the rights and responsibilities of students and trainers to report suspected misconduct



Professionalism

[ACTESA Volunteer Code of Conduct and Ethics](#)

Professionalism is conduct that fosters and preserves our reputation as individuals, builds the reputation of ESA, and supports our duty of care. Professionalism is demonstrated in the student who:

- Follows the *ACT Public Sector Code of Conduct* and the *Codes of Ethics and Professional Conduct* and the principles outlined in the *Volunteer Charter* for their respective services.
- Adheres to the course dress standard and has all PPE/C for practical exercises
- Asks questions where they are unsure of the instructions given to them
- Maintains confidentiality of information given by other students or trainers
- Accepts responsibility for personal behaviour and attitude, and retains a keen interest in the topic being presented
- Contributes effectively to in-class discussions and practical exercises
- Behaves in a manner which is not disruptive to other students and staff, including staff working at the training facilities
- Behaves in a respectful manner to colleagues, trainers, and other students
- Acknowledges and responds to constructive criticism
- Acknowledges and responds to individual needs which respect culture
- Demonstrates an understanding of the student code of conduct, and shows willingness to work within this framework
- Students will be required to catch up on any class time or exercises missed during their absence.

Professional Appearance

Students shall, at all times, be presented in a professional manner. Dress regulations and PPE/C requirements will be advised prior to the commencement of the course.

Students will be asked to change if they attend a course in inappropriate clothing or footwear.

Attendance

If students need to be absent from allocated placement due to illness or other commitments students are required to inform the trainer and course coordinator as soon as possible. Depending on the course, students may be required to join the next group to make up any missed course material before assessment can take place.

Conflict of Interest

A conflict of interest can exist where the student is placed in a position in which their private interests can improperly influence the performance of their duties and responsibilities.

In any circumstance where the student feels they may have a conflict of interest they are to disclose this to their trainer and course coordinator immediately. The trainer and/or course coordinator will ensure that appropriate arrangements are made which will safeguard the interests of everyone involved.

Unacceptable behaviours

Academic dishonesty

Including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

Other forms of dishonesty

Including but not limited to fabricating information, bribery, furnishing false information, or reporting a false emergency to ESA.

Theft

Theft of, conversion of, destruction of, or damage to any property of ESA, or any property of others while on ESA premises, or possession of any property when the student had knowledge, or reasonably should have had knowledge, that it was stolen.

Misuse of Electronic Resources

Theft or abuse of ESA computers and other ESA electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

[Acceptable Use Policy](#)

Harassment

Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to ESA courses or activities, that the person is effectively denied equal access to the ESA's resources and opportunities on the basis of his or her race, colour, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications.

Disorderly Conduct

Disturbances in the classroom can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Below are some examples of events that may violate the Code of Student Conduct:

- Interference with the course of instruction to the detriment of other students
- Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech
- Failure to comply with the instructions or directives of the trainer and/or instructor

Failure to Comply

Failure to identify oneself to, or comply with the directions of, an ESA official, trainer or other public official acting in the performance of their duties while on ESA property or at ESA functions; or resisting or obstructing such ESA or other public officials in the performance of, or the attempt to, perform their duties.

Misappropriation of Course Materials

Selling, preparing, or distributing lecture notes or video or audio recordings of any course is not allowed unless authorised by ESA in advance, and explicitly permitted by the Senior Director of Training, in writing. The unauthorised sale or distribution of course notes or recordings by a student is a violation of this code whether it was the student or someone else who prepared the notes or recordings.

Students must not copy handouts, readers or other course materials unless explicitly authorised by the Executive Branch Manager, People & Culture in advance, and explicitly permitted by the copyright holder in writing if the ESA is not the copyright holder.

Safety During Training

Students must comply with all health and safety instructions, policies, courses and procedures as outlined during their orientation and training. This includes taking action to avoid, eliminate or minimise hazards and notifying either the trainer or Safety Officer of hazards, dangerous occurrences or near misses.

Accident, Injury or Incident to Student

Any accident, incident, near miss or injury to the student during training should be immediately reported to the trainer who will assist the student in completing an Accident/Incident Report.

[Work Incident Reporting Form](#)

Training Facilities and Equipment

Training in the ESA can occur at a variety of locations and venues. Any training facilities and equipment should be treated with care and respect. All usage should be in accordance with that equipment or venues operating policy.

Training at the Hume Training Centre should be in accordance with ESA P008 Training Centre Governance.

Any faults or issues should be reported to the appropriate service area.

Acceptable Use of ICT

Anyone using ICT resources must comply with the *ACT Government Acceptable Use Policy*.

[ACT Government Acceptable Use Policy](#)

This policy applies to all ICT resources, devices and services including:

- desktop computers and devices
- mobile devices such as laptops, tablets and smartphones provided by ACT Government
- personally-owned devices connected to ACT Government resources and
- network, server, storage and cloud resources.